



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Nursery Practitioner
<b>Location:</b>	Across the Trust (based at Sherford Vale School and Nursery currently)
<b>Grade/salary:</b>	Devon grade C £25583 FTE
<b>Hours:</b>	32.5 hours per week 38 weeks per year
<b>Reports to:</b>	Headteacher
<b>Key relationships:</b>	Headteacher, Nursery manager, Other Nursery Practitioners

### **Job Purpose**

The Nursery Practitioner supports the effective operation of the trust and works to uphold and promote its vision and values.

- Provide a high standard of support to assist with the smooth operation of the nursery function at Sherford Vale School & Nursery.
- To assist the nursery team, as part of a professional provision, in working with children on their education and social development and provide a high quality of care.
- To be aware of safeguarding and welfare for children and young people within the school.
- The post holder would work within an agreed system of supervision.

### **Duties and Responsibilities**

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
3. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
4. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
5. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.
6. Implement agreed range of activities with individual children and groups of children, working inside and outside.
7. Work with the Nursery Manager and team members, prepare resources as directed. Working as part of the nursery team to create and maintain a purposeful, orderly and supportive learning environment.
8. Engage with and support children's learning and generally support children with set activities, independent problem solving and creative play.
9. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.

10. Work with the Nursery Manager to conduct observations, assessments, and provide developmental reports/feedback.
11. Supervise children in the short term absence of the teacher / Nursery Manager and deliver prepared activities.
12. Support and participate in visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher or senior staff.
13. Support, participate, and promote Wild Tribe (Forest School).
14. The post holder may be required to support with general administration tasks and maintenance of records as part of duties.
15. To promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.
16. Act as a role model and support behaviour management within the learning environment.
17. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
18. To work on classroom displays following consultation with the Nursery Manager.
19. To support the wider life of the school and community as requested by leadership
20. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
21. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
22. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
23. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

**PERSON SPECIFICATION**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	<b>E</b>		<b>X</b>
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	<b>E</b>		<b>X</b>
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	<b>E</b>		<b>X</b>
<b>Integrity:</b>			
Acting always in the interests of children and young people,	<b>E</b>		<b>X</b>
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	<b>E</b>		<b>X</b>
Communicating with transparency and respect, creating a working environment based on trust and honesty	<b>E</b>		<b>X</b>
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	<b>E</b>		<b>X</b>
<b>QUALIFICATIONS:</b>			
Good level of literacy and numeracy skills – GCSE grade c or above	<b>E</b>	<b>X</b>	
Paediatric first aid or First Aid at Work certificate	<b>E</b>	<b>X</b>	
Level 3 qualification or equivalent experience in relevant field	<b>E</b>	<b>X</b>	
<b>EXPERIENCE:</b>			
Experience of general clerical/administrative work	<b>D</b>	<b>X</b>	<b>X</b>
Experience of working in a primary school or Early Years setting	<b>E</b>	<b>X</b>	<b>X</b>
Understanding of Early Years Funding frameworks	<b>E</b>	<b>X</b>	<b>X</b>
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Appropriate general knowledge of first aid or willing to undertake training	<b>E</b>	<b>X</b>	
Ability to use relevant technology e.g. photocopier or willing to undertake training.	<b>E</b>	<b>X</b>	<b>X</b>
Working knowledge of early years foundation stage curriculum.	<b>D</b>	<b>X</b>	<b>X</b>
Ability to relate well to children and adults.	<b>E</b>	<b>X</b>	<b>X</b>

An ability to understand the principles of child development and learning processes and in particular barriers to learning.	<b>D</b>	<b>X</b>	<b>X</b>
Skills in behaviour management within the class environment.	<b>D</b>	<b>X</b>	<b>X</b>
To act on own initiative and work as part of a team. Proactive and professional approach.	<b>E</b>	<b>X</b>	<b>X</b>
<b>FURTHER REQUIREMENTS:</b>			
Willingness to participate in development and training opportunities.	<b>E</b>	<b>X</b>	<b>X</b>
Promoting and safeguarding the welfare of children and young people within the school.	<b>E</b>	<b>X</b>	<b>X</b>